

COMMON COUNCIL MEETING MINUTES
WEDNESDAY AUGUST 12, 2026 AT 7PM

1. Call to order/Roll Call – *Mayor Burgess called the meeting to order at 7:00PM. Alderpersons Cauley, Hill, Klawitter, Przybyl, and Stobbe were present. Alderperson Sorenson was excused. Staff present were Jessi Balcom, City Administrator and Brittani Majeskie, Deputy Clerk-Treasurer.*
2. Seat Virtual Attendees – *None.*
3. Pledge of Allegiance
4. General Public Comments – *None.*

CONSENT AGENDA: The Consent Agenda contains items which staff considers to be routine and have already been discussed and recommended by a committee, board or commission at a previous meeting. Staff recommends that Council act on all of these items on a single roll call vote. If any member of Council wishes to have any item removed from the Consent Agenda and discussed, the Council member may request that item be removed from the Consent Agenda prior to the adoption.

5. Waive the reading of ordinances and resolutions.
6. Accept and place on file reports from the City Clerk, Treasurer (June Bank Statements and Reconciliations), and Building Inspector. Approve payment of bills
7. Approve minutes from the 7.14.2026 Common Council Meeting.
8. Approve the recommendation of the Committee of the Whole to direct the Oakwood Cemetery Board and staff to complete and submit an application to ArbNet to create a level 1 arboretum within Oakwood Cemetery and to approve the Arboretum brochure.
9. Approve the recommendation of the Committee of the Whole to move forward with a raze and remove order at 127 W Berlin Street while the current ownership is being determined.
10. Approve the recommendation of the Committee of the Whole to adopt Ordinance # 08-26 amending Chapter 52- Planning, formally adopting the document entitled “City of Berlin Comprehensive Plan 2026”.
11. Approve the recommendation of the Committee of the Whole to approve Resolution #26-07 to Accept the Bequest of the Fortnum Property (Parcel 206000680000) to the City of Berlin.
12. Approve the recommendation of the Plan Commission to adopt Ordinance # 09-26 amending the Zoning Code related to Regulation of Certain Types of Indoor and Outdoor Sports and Recreation in M-1 and M-2 Zoning Districts.

END OF CONSENT AGENDA

Alderperson Hill made a motion to approve the consent agenda, with a second by Alderperson Przybyl. Roll call vote carried (5 ayes: Cauley, Hill, Klawitter, Przybyl, and Stobbe; 0 nay; 1 absent: Sorenson).

13. Senior Center Transportation Program and Meals on Wheels/Congregate meal site update - *Ryan Bamberg, Aging/ADRC Unit Manager with Green Lake County spoke regarding Berlin Senior Center's participation in Green Lake County's senior nutrition and transportation programs. Bamberg explained the Berlin Senior Center had been a meal caterer for many years but did not move forward with the nutrition program bid this year. Three bids were received by the County; The Triangle Family Restaurant, Crossroads Market, and Markesan Resident Home submitted bids. Triangle Family Restaurant won the bid for the Berlin area and was voted on and approved by the Committee on Aging and the Green Lake County Health and Human Services. Triangle Family Restaurant will be covering the northern portion of Green Lake County and Berlin, covering 40-45 home deliveries, 5 days a week. Berlin Senior Center has been the most active congregate meal site. Bamberg stated he is hoping to continue that partnership. The Triangle Family restaurant will create a menu that meets the nutrition guidelines and provides hot meals to the Berlin Senior Center and home delivery participants five days a week. Consumers will not see many differences other than who is cooking the food. They will still receive nutritious, hot meals five days a week. There are still volunteer drivers. The current drivers were offered the opportunity to drive for the County. They are fully staffed with drivers. The Triangle Family bid was lower than what the City would have offered. There is not a waiting list for anyone to receive meals and no one was cut out of the program. The goal is to continue to serve quality food and give quality customer service. Mayor Burgess shared that it was nice to get the facts out to the community as many were worried about not knowing the facts for the future. Bamberg then discussed the senior transportation program. He stated it is an 85-21 senior transportation program. The County receives funding from State grant money to provide transportation for seniors who are 55 and older. The grant is supposed to be used for medical rides, nutrition access, and educational or work purposes. Currently, 70-80% of rides are for medical appointments. The Berlin Senior Center was a service provider for the County and received a portion of the grant to provide rides. About two years ago, the County had five service providers throughout the county leaving users confused about which provider to call. Additionally, each of the providers had different rates which added to the confusion. Bamberg explained the want from the community to condense and centralize the transportation services. Now, seniors in Green Lake County, no matter their location, can call the ADRC for a driver. This minimizes confusion as everyone knows where to call and receives the same rates. Mayor Burgess stated she was happy to find a resolution to this situation.*
14. October 1, 2026 – September 30, 2027, Employee Health Insurance and Employee Dental Insurance Renewal – provider determination and plan selection. *City Administrator Balcom passed out two informational packets for life insurance and health insurance. She stated the life insurance had a zero percent rate increase and is funded by the employee. Next she discussed the health insurance renewal and stated the strategy used to keep costs within reason was to move forward with the proposal of just under 12%, which started much higher, but through working with the broker and with Health Partners, was able to be brought down. The City would be moving to a 90/10% cost share between the employer and the employee from the current 92.5/7.5% cost share. Employees are going to see an increase in their contributions because there is the approximate 12% increase overall and then the additional 2.5% increase from the current year. The strategy would offer three sets of plans instead of the two currently being offered. Currently the City offers a Broad and a Focused plan. Balcom explained the Focused plan is what she would call the standard plan in the middle. The Broad offers more service providers. Both the Focused and Broad offer a Cigna wrap. This year she suggests proving a third option, the Select plan. The Select plan does not cover Auroa and does not offer the Cigna wrap. If someone utilizes Theda Care, the Select plan*

may be the most cost effective option. Balcom explained she proposes offering the 90/10 coverage on the Focus plan as the standard plan and as well as the Select Plan because the Select plan is less expensive and would offer cost savings to both the employer and the employee. If an employee wishes to maintain or go into the Broad plan, the City would only fund it at the same 10% level as the Focused plan and the employee would need to buy up and pay the additional rate. Balcom explained the health insurance packet she handed out. She highlighted the first page from the health insurance broker showing the total plan costs, what the employees would pay and what the employer would pay if the same number of employees take the same plan again. She noted this could change depending on the employee selections this year. Balcom explained the second page shows a comparison of the costs between what the City is currently paying compared to the renewal. It also shows the plan types with their current costs and 2027 costs. She noted that employees that maintain the Broad plan would see a significant cost increase due to the 12% overall increase and the buy-up and noted all the plans show an increase. Next Balcom discussed the third page which is a spreadsheet showing the costs for each of the plans for the employee and the employer. Balcom estimates the City would have an approximately \$60,000 cost increase if employees maintained the same plans but could be more or less depending on how employees enroll. Alderperson Stobbe asked if employees would be paying the rates effective October 1st, because last year employees did not pay increases until January 1st. Balcom stated that last year the impact wasn't significant, but waiting until January 1st would result in a quarter of \$60,000 to be absorbed in the first quarter of next year, and it could be significantly more or significantly less depending on the plans employees choose. Balcom stated she should rerun the numbers. Mayor Burgess expressed concern that if anyone was going to need to pay significantly more, it needed to be communicated as soon as possible. Balcom confirmed the decision on when the employees need to begin paying their contribution can wait until September, but she would like to be able to move forward with the health insurance provider and set up informational meetings because the renewal is October 1st. Alderperson Stobbe stated that HSA contributions have been frozen for years. Balcom stated that she would like to see employees start paying contributions January 1st, but thinks employees are aware health insurance renewals are October 1st. Alderperson Stobbe suggested Balcom speak with WRS insurance in March of 2027. Balcom noted the last time she spoke with WRS there was a significant buy up. Alderperson Stobbe stated the insurance costs for employees is increasing, and if employees need to use insurance, they're paying an additional \$7,000 deductible. She added that although the premium at the state level was higher, she thought the deductible was \$1,500 or \$3,000 for the family plan, depending on the plan you pick. Mayor Burgess asked if there was any budget to cover the cost increase in health insurance. Balcom stated she budgeted the entire year at the current rate. Alderperson Stobbe suggested that Balcom budget a 12% increase for health insurance for the last three months. Alderperson Hill stated that where she works, people are accustomed to their premiums changing in September as it happens every year, but also hears what others are saying about not wanting the increase thrust upon the employees. Mayor Burgess stated she wanted to be consistent with when employees would begin paying an increase every year. Alderperson Hill stated that she thought if the increase wasn't budgeted for then the rates should be enacted when they go into effect. Alderperson Stobbe stated that it should be considered when the police rates would change and asked when their contract changed over. Balcom stated she would need to look into it. Stobbe also stated that previously an extra cushion was always budgeted for an increase. Alderperson Hill made a motion to approve the proposal for Health Partners for employee health insurance as stated in the agenda (Approve the proposal of Health Partners for employee health insurance (employer, City of Berlin, provided), to include the Broad, Focused and Select Medical Plan Groups with the Plan

Design of PPO \$3500/\$7000/100%. Employer cost share of 90% of Focused Medical Plan and employee share of 10% of Focused Medical Plan; employer cost share of 90% of Focused Medical Plan to be contributed toward Broad Medical Plan with employee share of 10% of Focused Medical Plan plus (buy up cost) additional costs of the Broad Medical Plan to be paid by employee; employer cost share of 90% of Select Medical Plan and employee share of 10% of Select Medical Plan (buy down option)), with a second by Alderperson Przybyl. Roll call vote carried (4 ayes: Cauley, Hill, Klawitter, and Przybyl; 0 nay; 1 abstain: Stobbe; 1 absent: Sorenson). Mayor Burgess asked to bring the discussion of employee contributions beginning October 1st or January 1st next month and to communicate to employees that Council has not decided on whether the rates will go up October 1st or January 1st.

15. Special Event - Flannel Revival at Grizzly's Diner and Tavern from 6-9PM on August 14, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking.
16. Special Event – Jerry Unger Band at Grizzly's Diner and Tavern from 6-9PM on September 6, 2026. Request for temporary extension of premises of Alcohol Beverage License at 186 Broadway Street to include fenced in outdoor area; Outdoor Activity Areas for Alcohol Beverage Licensed Establishment permit to allow live entertainment and serving of alcohol beverages; and Special Events on Street, Highways, and Municipal Parking Lots to allow use of City owned lots at 119 Commercial Street and 114 Pierce Street (Parcels 206015740000, 20615730000 and 206015720000) for parking.

Agenda items 15 and 16 were discussed simultaneously. Colton Burt, owner of Grizzly's Diner and Tavern, apologized for submitting the application last minute and stated that moving forward he will make submissions within the 45 day requirement. Mayor Burgess stated the Council is excited for his enthusiasm and all he is doing. Alderperson Przybyl made a motion to approve the temporary expansion of the area licensed for alcohol sales and consumption under the current alcohol beverage license at 186 Broadway St. on August 14 and September 6, 2026 from 5:00PM to 10:30PM, with a second by Alderperson Stobbe. Voice vote carried. Alderperson Przybyl made a motion to approve the Outdoor Activity Areas at Alcohol Beverage Licensed Establishments permit for Grizzly's located at 186 Broadway St. on August 14 and September 6, 2026 from 5:00PM to 10:30PM, with a second by Alderperson Stobbe. Voice vote carried. Alderperson Przybyl made a motion to approve the Special Event Permit to allow temporary use of the City owned property for event parking on August 14 and September 6, 2026, with a second by Alderperson Stobbe. Voice vote carried.

17. Accept Resignation of Parks and Recreation Commission Member – *It was noted that Mr. Hanrahan had not attended a meeting. Alderperson Hill made a motion to accept resignation of Parks and Recreation Commission member Patrick Hanrahan, with a second by Alderperson Cauley. Voice vote carried.*
18. Discussion and Action on the Planning and Development Director position and contracting for zoning administrator position and duties – *City Administrator Balcom discussed changes*

made from the draft version. The effective date is November 1, 2026. She also stated it was recommended by the City Attorney to not specify the City's maximum budget, as some charges can be charged back to the developers for reviews that are specific to their projects and the City does have a policy developers sign stating this. Balcom stated that she hopes any proposals received would break down the fees for developers and for the City. Balcom stated the City Attorney also suggested removing the Review Criteria so the final decision would be at the Council's discretion. She reminded the Council that with all RFPs, they can reject all proposals and are not required to hire a firm. If needed, the Council can reconsider, change direction, or reissue the RFP with different parameters. Alderperson Hill made a motion to dissolve the Planning and Development Director position as of October 31, 2026, and to issue an RFP for a contracted position to perform responsibilities associated with zoning administrator, planning and development director and flood plain management duties, with a second by Alderperson Klawitter. Voie vote carried.

19. Old Business – None.

20. New Business – *Mayor Burgess thanked Samantha for her years of service and said that she will be missed. She also stated the vacancy for an Alderperson At Large is posted.*

21. Adjourn – *Alderperson Stobbe made a motion to adjourn at 7:45PM, with a second by Alderperson Przybyl. Voice vote carried.*

*Minutes Respectfully Submitted by
Brittani Majeskie, Deputy Clerk-Treasurer*